

## **EDITED TASK LISTING**

### **CLASS: DENTAL ASSISTANT, CORRECTIONAL FACILITY**

*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>Task #</b>	<b>Task</b>
<b>1.</b>	Make appointments for inmate/ward patients to provide dental care utilizing CDC form 7362, Healthcare Services Request for Treatment, tracking systems (e.g., DDPS, Computer systems, Daily Movement Sheet, etc.) following established dental policies and procedures as outlined in Title 15, CDC Dental Operations Manual, etc.
<b>2.</b>	Prepares dental instruments, equipment, and accessories (e.g., turns on compressor, vacuum system, x-ray unit, x-ray processor, sterilizers, ultrasonic cleaners, fills all water systems, flush out water lines, lubrication of hand pieces, etc.) in order to open the office for inmate/ward patient care using proper sterilization techniques as required by the California Division of Occupational Safety and Health (CAL-DOSH) and Dental Operating Procedures, etc.
<b>3.</b>	Arranges dental instruments, equipment, and accessories (e.g., setting up for each procedure, returning sterilized instruments to appropriate locations, etc.) in order to have instruments, equipment and accessories readily available to provide dental care utilizing dental trays, sterilizing pouches, dental cabinets, etc. under the direction of the dentist and local operational procedures.
<b>4.</b>	Maintains (e.g., stocking, restocking, ordering, inventorying, etc.) a sufficient amount of dental supplies (e.g., local anesthetic, gauze, cotton rolls, filling materials, needles, patient bibs, etc.) readily available for the dentist to provide dental care, using inventory sheets, requisition forms and logs under the direction of the dentist and local operational procedures.
<b>5.</b>	Maintains dental records (e.g., dental waiting list, appointment list, dental forms for the Unit Health Record, etc.) of inmate/ward patients in order for the dentist to provide timely and appropriate dental care utilizing various forms (e.g., health history, dental materials fact sheet, consent form, refusal form, etc.) under the direction of the dentist and local operational procedures.

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<b>6.</b>	Assist the dentist at the chair (e.g., prepares the patient for treatment, performing four-handed dentistry, preparation of materials, setting up instruments, taking x-rays, applies and removes rubber dams, removes ligatures, etc.) to effectively assist the dentist using modern chair side dental techniques (e.g., charting the mouth, maintaining a dry and clear working field, mixing dental materials, retraction of cheek and tongue, etc.) under the direction of the dentist and the regulations from the Committee on Dental Auxiliaries.
<b>7.</b>	Maintains a neat, clean, and sanitary dental office (e.g., organization of dental forms, dental accessories and supplies, sanitize dental chairs, surfaces and equipment, general housekeeping, etc.) in order to operate in a clean, safe and organized environment utilizing approved cleaners, disinfectants, sanitizers, proper personal protective equipment, etc., under established infection control guidelines (e.g., Dental Practice Act and Centers for Disease Control Morbidity and Mortality Weekly Report – Guidelines for Infection Control in Dental Health-Care Settings 2003).
<b>8.</b>	Takes dental x-rays (e.g., panoramic, periapical, bite-wing, etc.) on inmate/ward patients to be used by the dentist as a diagnostic tool, using a dental x-ray unit and appropriate radiation safety techniques under the direction of the dentist and pursuant to the California Radiation Control Regulations.
<b>9.</b>	Develops dental x-rays of inmate/ward patients by utilizing an x-ray processing system (e.g., Peri-Pro, etc.) to produce a diagnostic tool under the direction of the dentist and pursuant to the California Radiation Control Regulations.
<b>10.</b>	Performs dental laboratory functions (e.g., mixing alginate, mixing stone and pouring impressions for study models, etc.) on inmate/ward patient cases utilizing dental laboratory tools and equipment (e.g., spatula, mixing bowl, alginate trays, etc.) under the direct supervision of the dentist.
<b>11.</b>	Instruct inmate/ward patients in proper practices of preventive dental care to effect optimal oral health; utilizing audio visual aids, dental self care instructions and providing educational handouts under the direction of the dentist.

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<b>12.</b>	Maintains order, instruct, and supervise the conduct of individuals committed to the Department of Corrections or Department of the Youth Authority to maintain security of work areas and materials in the performance of daily activities and to prevent escapes or injuries by inmates/wards to themselves, others, or to property utilizing various resources (e.g., interpersonal skills, heightened awareness of the surroundings and various alarm systems) as dictated by departmental policy.
<b>13.</b>	Maintains proper tool control in the dental office in order to provide a safe and secure working environment utilizing tool counts, inventory of sharps (e.g., needles, scalpels, and suture needles, etc.) under the direction of the chief dentist and the DOM.
<b>14.</b>	Inspects premises to identify contraband (e.g., weapons, money, alcohol or illegal drugs, etc.) to maintain a safe and secure working environment by utilizing various resources (e.g., interpersonal skills, heightened awareness of the surroundings and various alarm systems) as dictated by departmental policy.
<b>15.</b>	Search inmates or youthful offenders as needed for contraband (e.g., weapons, money, alcohol or illegal drugs, etc.) to maintain a safe and secure working environment by utilizing various resources (e.g., interpersonal skills, heightened awareness of the surroundings and various alarm systems) as dictated by departmental policy.
<b>16.</b>	Properly disposes of hazardous dental waste materials (e.g., amalgam scraps, x-ray lead, developer and fixer, etc.) in order to maintain a safe environment by utilizing licensed hazardous material experts (e.g., companies that handle hazardous waste disposal, institutional Hazardous Material Specialist, etc.) according to state and federal laws.

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<b>17.</b>	Properly disposes of bio-hazardous dental waste materials (e.g., extracted teeth, bone, tissue, blood soaked gauze, used dental sharps, etc.) in order to maintain a safe working environment by utilizing appropriate waste containers and licensed bio-hazardous material experts (e.g., sharps containers, red bio-hazardous bags, companies that handle bio-hazardous waste disposal, institutional Hazardous Material Specialist, etc.) according to state and federal laws.
<b>18.</b>	Receives removable prostheses from inmate/ward patients for cleaning or repair work utilizing forms (e.g., CDC 7362, prosthetic prescription forms, inmate trust withdrawal forms, etc.) and proper PPE under the direction of the dentist and local operating procedures.